

## Fall 2006

The *School Food Services News* is published three times per year (fall, winter and spring) and is available on the School Food Services Web page.



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#### Click here to contact our staff:

[http://www.dese.  
mo.gov/divadm/  
food/staff.html](http://www.dese.mo.gov/divadm/food/staff.html)

## Best Practices Award 2005

On March 7, 2006, USDA's Mountain Plains Regional Office presented the Best Practices Award to Leah Schmidt, director of Food and Nutrition Services at Hickman Mills C-1 School District in Kansas City, in the category of "Increasing School Breakfast Program Access." Hickman Mills' Nutrition Services collaborated with the nurse at Santa Fe

Accelerated Elementary School to write a classroom-enrichment grant. The grant enabled the school to provide free breakfast for grades K-5. Students being dismissed from the bus report directly to their classrooms for a delivered breakfast.

Research has shown that children who eat breakfast perform better on standardized tests, reduce their visits to the school nurse and the principal's office, and improve their grades. Thank you to Schmidt and Hickman Mills for their visionary effort in promoting the School Breakfast Program.



From left to right: Leah Schmidt, director of Food and Nutrition Services at Hickman Mills C-1; Carla Porter, nutrition manager at Hickman Mills; Melinda Griffith, school nurse; Mary Ragland, officer-in-charge, Food and Nutrition Services, Kansas City Field Office; Karen Wooton, director of School Food Services, DESE; Diana Swezy, principal, Hickman Mills.

## Important Notice about Web-Based Applications

It is important to keep authorized-representative contact information current on the School Food Services Web Application Agreement in order to receive e-mail notices and updates. Please make sure that the current authorized representative is the person submitting the monthly reimbursement claim. If there are any questions on this subject, please contact Donna Maddox at (573) 751-4402.

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## 2005-06 Coordinated Review Effort (CRE) Results

During the 2005-06 school year, the School Food Services section conducted 145 CRE reviews. Twenty-one of the Local Education Agencies (LEAs) did not meet Performance Standard 1, which evaluates student eligibility determinations and meal-counting and claiming procedures for accuracy. One LEA did not meet Performance Standard 2, which evaluates meals on the day of review for meal-component completeness. Please take extra care when determining student eligibility, meal counting and claiming, and monitoring meals for required components to ensure that the LEA is providing the State Agency (SA) with an accurate count of reimbursable free, reduced-price and paid meals served.

The 2006-07 school year marks the fourth year of the CRE cycle that runs for five years. All participating LEAs in Missouri will be reviewed within the five-year period.

## National School Lunch Week Proclamation

The 2006 National School Lunch Week was Oct. 9-13. The proclamation signing with Gov. Matt Blunt was held on Sept. 13, 2006. In attendance from left to right: Laina Fullum, assistant director of School Food Services, DESE; Joanna Jordan, supervisor of the South Central Region, School Food Services; Gov. Matt Blunt; Shelby Kenkel, student; Chloe Kenkel, student; Richard Kenkel, president of the Missouri Nutrition Association and Joplin R-VIII School District Nutrition Services director.



## Grants Available to Promote Healthy School Communities



The Association for Supervision and Curriculum Development (ASCD) will award 10 grants of \$10,000 each to help schools and communities work together to create healthy school environments. The selected schools must demonstrate a capacity for best practice in leadership and instruction, support comprehensive health programs, and create strong collaborations with other community institutions.

The grant program is part of ASCD's worldwide effort to promote the integration of health and learning and the benefits of school-community partnerships. Grantees will assess the health-related aspects of the learning environment and use the results for school improvement and community engagement. They will also participate in a study to identify the key indicators of success. School communities will receive technical assistance and become part of the Healthy School Communities network.

ASCD's Healthy School Communities is part of a large, multiyear plan to shift public dialogue about education from an academic focus to a whole-child approach that encompasses all factors required for successful learning. ASCD hopes to recast the definition of a successful learner from one whose achievement is measured solely by academic tests to one who is knowledgeable, emotionally and physically healthy, civically engaged, prepared for economic self-sufficiency, and ready for the world beyond formal schooling.

"ASCD is committed to supporting systemic healthy school reform. We are determined to assemble rigorous evidence that will enable us to track our progress and share resources, information, models and key learnings that will significantly improve the future of children's health and learning worldwide," said Gene Carter, ASCD executive director and chief executive officer.

Healthy School Communities sites will be selected in November 2006. Grant applications are available online at <http://www.ascd.org/healthyschoolcommunities> and are due Nov. 15.



### **MSNA Web Site**

The School Food Services Web site is linked to the Missouri School Nutrition Association (MSNA) (formerly known as Missouri School Food Service Association, or MSFSA) Web site. Check Additional Sites of Interest at the bottom of our home page. For more information about MSNA, logon to <http://www.mfsfa.net>.

### **National Food Service Management Institute**

Every year the National Food Service Management Institute (NFSMI) presents satellite seminars in April and October and live interactive teleconferences in January and August. Check the link on our home page under Additional Sites of Interest. The NFSMI Web address is <http://www.nfsmi.org>. Click on Educational Opportunities for satellite seminar information.

### **Resource Materials**

Check out the newest resource information under our Resource button at <http://www.dese.mo.gov/divadm/food>:

- St. Louis Dairy Council
- Midwest Dairy Association
- Missouri Coordinated School Health Coalition

## **HEALTHIERUS School Challenge**

### **Recognizing Nutrition Excellence in Schools**



Obesity is a growing concern for school children in the United States. The USDA believes that schools should be taking a leadership role

in helping students learn to make healthy eating and active lifestyle choices. Many schools have already made changes to their school nutrition environments, improving the quality of the foods served and providing students with healthier choices. USDA's Food and Nutrition Service (FNS) wants to encourage schools to achieve such results,

establishing the HealthierUS School Challenge to recognize those who face this task head-on.

HealthierUS Schools can be certified as either Silver or Gold Schools according to standards established by FNS. The objective is to recognize schools that take specific steps to improve their programs, address obesity and encourage other schools to follow their lead. Ultimately, FNS would like to see all schools "go for the gold."

### **How does it work?**

Schools must meet a basic set of criteria. To be certified, a school must:

- be an elementary school
- be enrolled as a Team Nutrition School
- offer reimbursable lunches that meet USDA nutrition standards and that demonstrate the healthy menu-planning practices and principles of the Dietary Guidelines for Americans
- provide nutrition education to students
- provide students the opportunity for physical activity
- maintain an average daily participation of 70 percent or higher of school enrollment for reimbursable lunches
- adhere to the guidelines established by FNS for foods served/sold in schools outside of the National School Lunch Program.

The HealthierUS initiative is based on the premise that increasing personal fitness and becoming healthier are critical to achieving a better and longer life. HealthierUS promotes four keys for America:

- Be physically active each day.
- Eat a nutritious diet.
- Get preventive screenings.
- Make healthy choices.

For more information and to download the application, logon to <http://www.healthierus.gov/> and <http://www.fns.usda.gov/tn/healthierus/index.html>, and go for the silver and gold!

## **National School Breakfast Week**

Remember to mark March 5-9, 2007, on your calendars as National School Breakfast Week (NSBW). This year's theme is "A World of School Breakfast." NSBW will feature international breakfast flavors from Asia, Australia, Europe and North America. For more information, logon to <http://www.schoolnutrition.org/> for logos and other fun products.

# Verification of Approved Applications for Free and Reduced-Price Meal Benefits for the 2006-07 School Year

## What is verification?

Verification is confirmation of eligibility for free and reduced-price meals under the National School Lunch Program or School Breakfast Program.

Verification must include either a confirmation of income eligibility or confirmation that the child is included in a certified Food Stamp household or Temporary Assistance unit. Please refer to the Verification Guidance at [http://dese.mo.gov/divadm/food/PDF/VERIFICATION\\_GUIDANCE.pdf](http://dese.mo.gov/divadm/food/PDF/VERIFICATION_GUIDANCE.pdf). This guidance contains helpful information and sample letters to assist in conducting an accurate verification.

Note: household applications are now the only applications that should be used. Individual student applications are obsolete.

## What are the procedures for verification?

### Step 1

Determine the previous year's non-response rate. The non-response rate refers to the percentage of approved household applications selected for verification for which verification information was not obtained. This percentage is determined from the number of approved applications selected for verification during the previous school year.

A separate letter was sent to each LEA that had a non-response rate of 20 percent or higher. The type of verification conducted at each LEA depends on the previous school year's non-response rate.

### Step 2

Select the verification method that will be used.

There are three methods to choose from:

- Basic Sample Size — LEAs that had a non-response rate of 20 percent or higher for school year 2005-06 must use the Basic Sample Size method. (The SA calculated the percentage from the 2005-06 school year Free or Reduced Price Lunch Verification Summary Report.)

The sample size is determined by selecting 3 percent or 3,000 (whichever is less) of all approved applications. The basic sample must be drawn from error-prone applications, which are applications indicating income within \$100 monthly or \$1,200

annually of the maximum allowed for a household of a specific size to receive free or reduced-price meal benefits. If there are not enough error-prone applications to meet the required sample size, additional applications must be selected randomly from the remaining approved applications. If there are more error-prone applications than needed to meet the required sample size, the sample is selected using any method that is equitable and ensures that the same households are not selected each year.

LEAs that had a non-response rate of less than 20 percent for school year 2005-06 may use one of the Alternate Sample Size methods.

- Alternate I (Random) — The sample size is determined by selecting 3 percent or 3,000 (whichever is less) of all approved applications as chosen at random.
- Alternate II (Focused) — The sample size is determined by selecting 1 percent of all approved applications or 1,000 (whichever is less) with the sample selected from error-prone applications. This is added to the lesser of 0.5 percent or 500 applications approved on categorical eligibility (Food Stamp or Temporary Assistance). If there are not enough error-prone applications, LEAs must select the remainder to be verified from applications with monthly incomes closest to the eligibility guidelines.

### Step 3

Calculate the number of applications that must be verified, and then select the applications for verification. All decimals should be rounded up.

## Can LEAs verify more than the established percentages of applications?

No. It is important to note that the National School Lunch Act, as revised in 2004, establishes an exact sample size for routine annual verification activities. LEAs must verify at least as many applications as calculated by the sample formula but may do no more. While the verification sample cannot exceed statutory limits, LEAs still have an obligation to verify questionable applications for cause. For cause might include, but is not limited to, situations in which school officials have



knowledge of household circumstances that would prompt the verification of application information.

#### **Step 4**

From the applications selected, the confirming official should verify the accuracy of the original approval.

#### **What is a confirming official?**

Confirming official refers to an individual other than the original determining official who must review all selected verification applications for correct initial approval prior to conducting any other verification activity.

#### **Step 5**

Notify households of their selection for verification, and/or provide written contact to the local Food Stamp/Temporary Assistance office for confirmation of benefit eligibility.

#### **Step 6**

Examine documents submitted by households, and/or review the results of the local Food Stamp/Temporary Assistance office contact. Notify households of continued benefits or changes in the benefit level.

#### **Step 7**

Verification must be completed by Nov. 15. LEAs must complete and submit the Free or Reduced Price Lunch Verification Summary Report to the SA by Dec. 15.

#### **Follow-up activities**

LEAs must make at least one attempt to obtain the necessary verification information from households that fail to respond to the initial request for verification. This attempt could be made through the mail, by telephone, by e-mail or through personal contact. The LEA must document all attempts and the results. If the LEA is unable to verify a household's eligibility status after the follow-up attempts, the household's benefits must be terminated through a written notice of adverse action.

LEAs must provide households with the means to ask questions about verification via telephone without the household incurring a charge for the call. The LEA might establish a toll-free number or allow households outside the local calling area to reverse the charges. The LEA could also provide a different telephone number for

each local calling area. The school or LEA should determine the appropriate person to respond to requests for verification assistance. Households must be able to contact a school/LEA official who can either directly assist them or can refer them to a specific person for help. If a household is unable to obtain assistance during the initial call, a school/LEA official must attempt to initiate further contact.

The LEA may contract with a third party to assist with the required follow-up activity. Any third party is subject to the confidentiality requirements outlined in the current regulations.

#### **Declining 5 percent of the sample selection**

On individual case reviews, LEAs may decline up to 5 percent of the verification sample and replace it with other approved applications. LEAs should consider factors such as household stability and communication difficulties when declining applications.

For more information, please contact the SA at (573) 751-3526 or refer to the Verification Guidance at [http://dese.mo.gov/divadm/food/PDF/VERIFICATION\\_GUIDANCE.pdf](http://dese.mo.gov/divadm/food/PDF/VERIFICATION_GUIDANCE.pdf).

## **HACCP: A Time to Document What You Are Already Doing for Food Safety**

Children are the vulnerable population that child nutrition programs serve. Therefore, it is important to closely and completely manage food safety in school kitchens. A Hazard Analysis and Critical Control Point (HACCP) program is a comprehensive

way to ensure the safety of food that is served to children. In speaking with food-service professionals, State Agency staff have noticed a common response of anxiety and dread at the mere mention of a HACCP program. Staff have also noticed that many of the schools the State Agency works with are already extensively using HACCP principles, but these schools are simply not documenting their efforts. Let's break down what HACCP really is and what it means for schools in Missouri and across the nation.

HACCP is a systematic approach to food safety that reduces and eliminates the risk of foodborne hazards. There are eight requirements, and LEAs must have a written plan at each school-



food preparation and service site that contains the following documented areas:

### Develop, document and implement standard operating procedures

The National Food Service Management Institute (NFSMI) has already written an entire set of standard operating procedures (SOPs) that can be found on the NFSMI Web site at <http://sop.nfsmi.org/HACCPBasedSOPs.php>. These SOPs can be easily adapted to meet the individualized needs of each food service facility. Each SOP is offered as a Microsoft Word or PDF document. Remember that SOPs are only one component of an overall food-safety program.

Document each menu item into the appropriate HACCP process category.

- No cook — The menu item does not go through the danger zone in either direction.
- Same-day service — The menu item takes one trip through the danger zone (going up during cooking) and is served.
- Complex food preparation — The menu item goes through both heating and cooling, and it takes two or more trips through the danger zone. (See Figure 1)

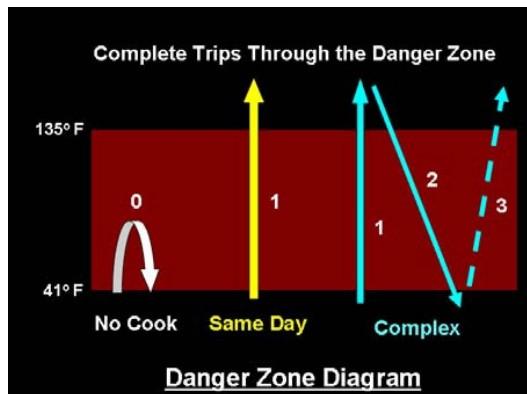


Figure 1

### Identify and document control measures and critical limits

Once the appropriate process is designated for each menu item, identify any control measures that are needed to prevent the introduction of hazards at each stage of food preparation.

### Control points vs. critical control points vs. critical limits

- Control point (CP) — Any step in the flow of food at which a physical, chemical or biological hazard can be controlled. SOPs provide many of these controls.
- Critical control point (CCP) — An essential step in the food flow to prevent, eliminate or reduce a food-

safety hazard to an acceptable level. If hazards are not controlled at these points, children might become sick or injured from the food served to them.

- Critical limit — In a school-food service operation, critical limits are typically the minimum and/or maximum times and temperatures that must be met in order to keep food safe at the CCPs. In other words, critical limits serve as boundaries for each identified CCP. Critical limits must also be measurable.

A CP for raw chicken might be using the SOP for storing chemicals (thus preventing the chemical contamination of chicken) or using the SOP for receiving a chicken shipment. The CCP would be cooking the chicken, and the critical limit would be 165 F for 15 seconds. Both CCPs and critical limits must be identified on recipes that require them. Listing the cooking time as 40 minutes and giving instructions that read “cook until the juices run clear” are not acceptable critical limits because these directions are neither specific nor measurable. The diagrams below are examples of identified CPs, CCPs and critical limits during receiving, storage, preparation and service.

### Process 1: NO COOK

Example: Fruit Salad

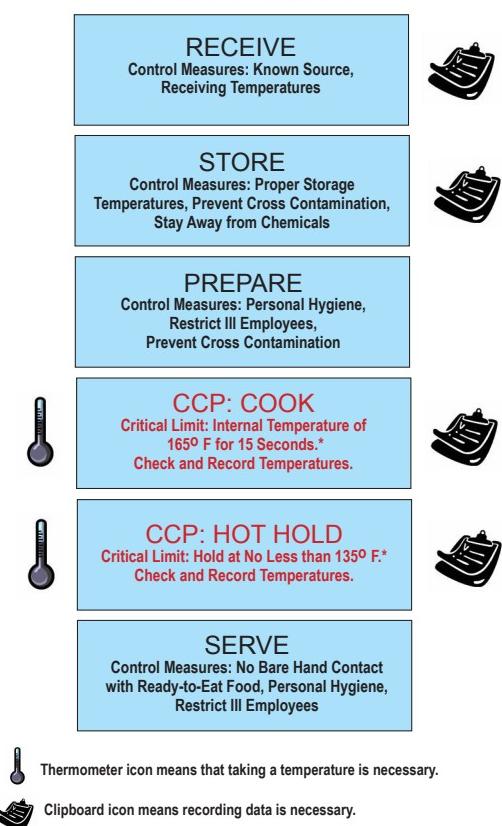


\*Thermometer icon means that taking a temperature is necessary.

Clipboard icon means recording data is necessary.

### Process 1: SAME DAY SERVICE

Example: Baked Chicken



Thermometer icon means taking a temperature is necessary.



Clipboard icon means recording data is necessary.

\*From the 2001 FDA Food Code (as amended August 29, 2003 in the Supplement to the 2001 Food Code).

### Establish monitoring procedures

Control measures should be noted and documented in writing. Monitoring involves making direct observations and/or taking measurements to see that the food-safety program is being followed. Monitoring should include a reliable way to measure a food's CCP to ensure that food hazards are controlled. One example is that temperatures on cooling units must be monitored and documented at regular intervals to ensure safe temperatures. Another example is taking the temperatures of beef patties to make sure they have reached the required cooking temperature prior to being served.

### Establish and document corrective actions

This entails an immediate procedure to rectify a situation in which a critical limit of the CCP is not met. Examples include rejecting food items that are not delivered at a safe temperature, discarding food that is held without proper temperature control for too long and continuing to cook chicken past the designated cooking time if the chicken has not reached 165 F.

### Keep records

Record keeping provides a food-service facility with proof that reasonable care to maintain safety is exercised within the operation. This step can safeguard against complaints or legal action. Record keeping is part of an effective food-safety program. To obtain a set of comprehensive and reproducible prototypes of time/temperature logs, go to <http://dese.mo.gov/divadm/food> and click on the HACCP button. Determine what records should be kept and which staff members will be responsible for maintaining them.

An example of sound record keeping can be found in the NFSMI's SOP "Cooling Potentially Hazardous Foods." According to state and local requirements, when cooling food to be served at a later date, it must be kept at 135 F throughout service and then quickly chilled from 135 F to 70 F within two hours. The food must then be taken from 70 F to 41 F or below within four hours. The entire process should not exceed six hours unless using ingredients that are normally stored at room temperature. (If this is the case, then the entire process should take no more than four hours.) These times and temperatures should be written on the appropriate time and temperature log.

### Periodically review and revise the overall food safety program

Ensure that the food-safety program is operating according to what is specified in each school's plan. Revise the plans to reflect changes in the facility or to improve implementation. Keeping procedures clear and simple increases the likelihood that staff members will follow procedures properly.

Remember to keep food safe for children by following all of these steps and by documenting in writing all critical information as food is received, stored, prepared and served.

For more information about HACCP, visit the School Food Services Web site at <http://dese.mo.gov/divadm/food> and click on the HACCP button. The site contains useful information about the requirements as well as helpful record-keeping documents. Be sure to check out the Fall 2005, Winter 2006 and Spring 2006 editions of School Food Service News for additional articles on HACCP.)

## School Food Service Calendar

### July 2006

- 1 • Regular Term Application/Agreement available on Web for renewal
- Revenues and Expenditures Report available on Web for 2005-2006 school year (non-public schools)
- 15 • Perform and Document Monthly Edit Check on daily meal counts
- June Regular and Summer Term Claim due
- Commodity Open Order deadline, noon (August delivery)
- Value of Commodity Food Report mailed to Schools
- Direct Certification Material available on Web

### August 2006

- 15 • Perform and Document Monthly Edit Check on daily meal counts
- July Regular and Summer Claim due
- Annual Secretary of the Board Report deadline (public schools only)
- Commodity Open Order deadline, noon (September delivery)

### September 2006

- 1 • Update Methods of Collection and Meal Counting Form (if necessary)
- 15 • Perform and document Monthly Edit Check on daily meal counts
- August Regular and Summer Term Claim due
- Commodity Open Order deadline, noon (October delivery)
- Revenues and Expenditures Report available on Web for 2005-2006 school year (public schools)

### October 2006

- 1 • Count Approved Applications for Verification
- 9-13 • National School Lunch Week
- 15 • Perform and document Monthly Edit Check on daily meal counts
- September Regular Term Claim due
- Application Agreement Renewal deadline
- Commodity Open Order deadline, noon (November delivery)

### November 2006

- 1 • Revenues and Expenditures Report due
- 15 • Perform and document Monthly Edit Check on daily meal counts
- October Regular Term Claim due
- Commodity Open Order deadline, noon (December delivery)
- Verification Process must be completed

### December 2006

- 15 • Perform and document Monthly Edit Check on daily meal counts
- November Regular Term Claim due
- Commodity Open Order deadline, noon (January delivery)
- Free or Reduced Price Lunch Verification Summary Report must be submitted to the State Agency

### January 2007

- 15 • Perform and document Monthly Edit Check on daily meal counts
- December Regular Term Claim due
- Commodity Inventory Report deadline (Food Management schools only)
- Verification Summary due
- Commodity Open Order deadline, noon (February delivery)
- 31 • On-site reviews completed prior to February 1

### February 2007

- 15 • Perform and document Monthly Edit Check on daily meal counts
- January Regular Term Claim due
- Commodity Open Order deadline, noon (March delivery)

### March 2007

- 5-9 • National School Breakfast Week
- 15 • Perform and document Monthly Edit Check on daily meal counts
- February Regular Term Claim due
- Commodity Open Order deadline

### April 2007

- 15 • Perform and document Monthly Edit Check on daily meal counts
- March Regular Term Claim due
- Renewal of Summer Term Application Agreement available

### May 2007

- 1 • Free and Reduced Price Meal Benefit Form and Direct Certification booklet online
- 15 • Perform and document Monthly Edit Check on daily meal counts
- April Regular Term Claim due

### June 2007

- 15 • Perform and document Monthly Edit Check on daily meal counts
- May Regular and Summer Term Claim due
- 30 • End of 2006-2007 school year

### July 2007

- 1 • Regular Term Application/Agreement available on Web for renewal
- Revenues and Expenditures Report available on Web for 2006-2007 school year (non-public schools)
- 15 • Perform and document Monthly Edit Check on daily meal counts
- June Regular and Summer Term Claim due
- Commodity Open Order deadline, noon (August delivery)
- Value of Commodity Food Report mailed to schools

### August 2007

- 15 • Perform and document Monthly Edit Check on daily meal counts
- July Regular and Summer Claim due
- Annual Secretary of the Board Report deadline (public schools only)
- Commodity Open Order deadline, noon (September delivery)

### September 2007

- 1 • Update Methods of Collection and Meal Counting Form (if necessary)
- 15 • Perform and document Monthly Edit Check on daily meal counts
- August Regular and Summer Term Claim due
- Commodity Open Order deadline, noon (October delivery)
- Revenues and Expenditures Report available on Web for 2006-2007 school year (public schools)

Monthly Processed Commodity items include salad dressing, margarine, eggs, cheese, and dry milk. The deadline date for ordering processed commodities can be found at the bottom of each open order form.